



**PUBLIC PROTECTION CABINET  
DEPARTMENT OF FINANCIAL INSTITUTIONS**

1025 Capital Center Drive, Suite 200, Frankfort, KY 40601  
Phone: (502) 573-3390; Fax: (502) 573-8787  
[www.kfi.ky.gov](http://www.kfi.ky.gov)

## REQUEST TO INSPECT PUBLIC RECORDS

DATE: \_\_\_\_\_

TO: **Open Records Custodian, Department of Financial Institutions**

1. I hereby request to ☐ inspect or ☐ receive copies of the following records (*please be specific*):

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2. In lieu of inspection, select the format in which you would like to receive the requested records:

- ☐ CD - \$10 each
- ☐ Paper copies - \$.10 per page
- ☐ PDF File attached to an email (limited availability)

You will be notified of the amount due once the records are available.

3. Attach certification of Commercial or Non-commercial Purpose.

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:**

- Records containing confidential information may not be available for inspection. In lieu of inspection, the agency will provide copies of the requested records with confidential information redacted.
- Requestor's payment must be received prior to document release.
- Make check or money orders payable to the Kentucky State Treasurer.
- Do not submit payment until you receive a fee request letter.

**INSTRUCTIONS FOR COMPLETION: ALL REQUESTS MUST BE SIGNED, LEGIBLE, AND CONTAIN THE INFORMATION SET FORTH IN THIS FORM.** The request may be submitted as an electronic PDF file. All requests must be submitted to the attention of the Open Records Custodian as follows: Facsimile (502) 573-8787; Email: [Anya.Carnes@ky.gov](mailto:Anya.Carnes@ky.gov); or by mail or in person to: Kentucky Department of Financial Institutions, 1025 Capital Center Drive, Suite 200, Frankfort, KY 40601.

# CERTIFIED STATEMENT OF NON-COMMERCIAL PURPOSE

\* \* \* \* \*

I hereby certify under penalty of law that, pursuant to KRS 61.874(4) & (5), the records requested by me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, from the Kentucky Public Protection Cabinet, Department of Financial Institutions, are not for a commercial purpose.\* I further certify and affirm that I shall not use or knowingly allow the use of these records for a commercial purpose.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Sign Name: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

\* This term is defined in KRS 61.870(4) as follows:

“Commercial purpose” means the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee.

“Commercial purpose” shall not include: (1) publication or related use of a public record by a newspaper or periodical; (2) use of a public record by a radio or television station in its news or other informational programs; or (3) use of a public record in the preparation for prosecution or defense of litigation, or claims settlement by the parties to such action, or the attorneys representing the parties.

**INSTRUCTIONS FOR COMPLETION: ALL STATEMENTS MUST BE SIGNED, LEGIBLE, AND CONTAIN THE INFORMATION SET FORTH IN THIS FORM.** The certification may be submitted as an electronic PDF file. The completed certification must be submitted to the attention of the Open Records Custodian as follows: Facsimile (502) 573-8787; Email: [Anya.Carnes@ky.gov](mailto:Anya.Carnes@ky.gov); or by mail or in person to: Kentucky Department of Financial Institutions, 1025 Capital Center Drive, Suite 200, Frankfort, KY 40601.

# CERTIFIED STATEMENT OF COMMERCIAL PURPOSE

\* \* \* \* \*

I hereby certify under penalty of law that, pursuant to KRS 61.874(4) & (5), the records requested by me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, from the Kentucky Public Protection Cabinet, Department of Financial Institutions, are for a commercial purpose.\* The commercial purposes for which the records shall be used are as follows:

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This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\* This term is defined in KRS 61.870(4) as follows:

“Commercial purpose” means the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee.

“Commercial purpose” shall not include: (1) publication or related use of a public record by a newspaper or periodical; (2) use of a public record by a radio or television station in its news or other informational programs; or (3) use of a public record in the preparation for prosecution or defense of litigation, or claims settlement by the parties to such action, or the attorneys representing the parties.

**INSTRUCTIONS FOR COMPLETION: ALL STATEMENTS MUST BE SIGNED, LEGIBLE, AND CONTAIN THE INFORMATION SET FORTH IN THIS FORM.** The certification may be submitted as an electronic PDF file. The completed certification must be submitted to the attention of the Open Records Custodian as follows: Facsimile (502) 573-8787; Email: [Anya.Carnes@ky.gov](mailto:Anya.Carnes@ky.gov); or by mail or in person to: Kentucky Department of Financial Institutions, 1025 Capital Center Drive, Suite 200, Frankfort, KY 40601.